

Filing to an Existing Case


After a case has been created or converted to electronic format, a registered party can file subsequent data to that case.

Note! Prepare documents prior to accessing an existing case.

Note! Multiple Cases can be filed on at one time. It is *important* to remember that the document must have all of the applicable case numbers included.

Searching to file on a single Existing Case

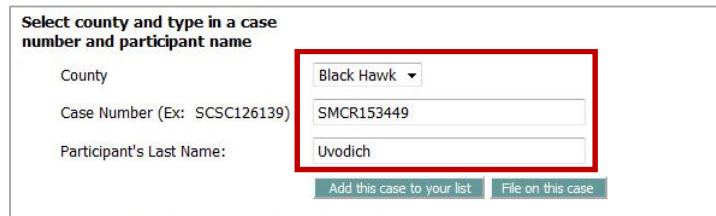
1. Click **Existing Case**.



The screenshot shows the 'Home' page of the system. The navigation bar includes 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The 'Home' section contains a list of buttons: 'New Case', 'Existing Case', 'My Filings', 'My Cases', and 'Notifications (15)'. The 'Existing Case' button is highlighted with a red rectangle. To the right of each button is a description of its function.

Home	eFile	Cases	My Profile	Log Out
Home				
New Case				
Existing Case				
My Filings				
My Cases				
Notifications (15)				

2. Select appropriate **County**.
3. Enter in **Case Number**.
4. Enter in any **Participant's Last Name**.



The screenshot shows a form titled 'Select county and type in a case number and participant name'. It contains three input fields: 'County' (a dropdown menu), 'Case Number (Ex: SCSC126139)' (a text box), and 'Participant's Last Name:' (a text box). The 'County' dropdown is set to 'Black Hawk'. The 'Case Number' field contains 'SMCR153449'. The 'Participant's Last Name' field contains 'Uvodich'. The 'County' dropdown, the 'Case Number' field, and the 'Participant's Last Name' field are highlighted with a red rectangle. Below the input fields are two buttons: 'Add this case to your list' and 'File on this case'.

Select county and type in a case number and participant name	
County	Black Hawk
Case Number (Ex: SCSC126139)	SMCR153449
Participant's Last Name:	Uvodich

5. Click **File on this case**.
6. Skip to **Adding a Document**.

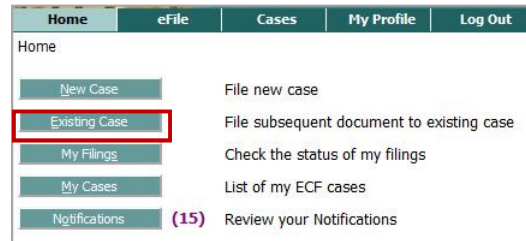
Note! Cases where the filer is an active litigant will display at the bottom the Existing Case screen.

Note! For those cases that you are a registered party to the case, click **Search My Cases** to locate a case not displayed on the page.

Note! If you are having issues pulling up an existing case, call the clerk's office to check on the spelling of the participant's last name.

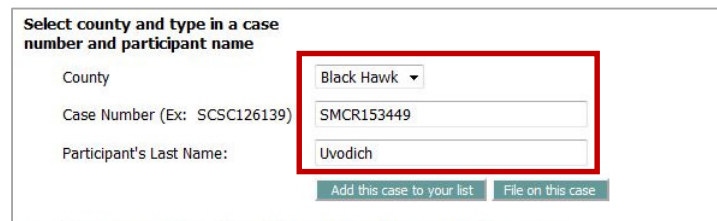
Searching to file on Multiple Cases

1. Click **Existing Case**.



Home	eFile	Cases	My Profile	Log Out
Home				
New Case	File new case			
Existing Case	File subsequent document to existing case			
My Filings	Check the status of my filings			
My Cases	List of my ECF cases			
Notifications	(15)	Review your Notifications		

2. Select appropriate **County**.
3. Enter in **Case Number**.
4. Enter in any **Participant's Last Name**.



Select county and type in a case number and participant name

County: Black Hawk

Case Number (Ex: SCSC126139): SMCR153449

Participant's Last Name: Uvodich

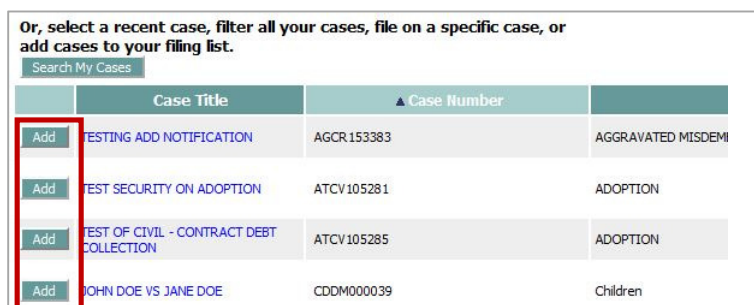
[Add this case to your list](#) [File on this case](#)

5. Click **Add this case to your list**.
6. **Repeat steps 2 – 4** for the cases where there are multiple case numbers to file upon.

Note! Cases where the filer is an active litigant will display at the bottom the Existing Cases screen.

Note! For those cases that you are a registered party to, click **Search My Cases** to locate a case not displayed on the page.

Note! For those cases that you are a registered party to, (displayed at the bottom of the page), click **Add** to add the cases to the current filing.



Or, select a recent case, filter all your cases, file on a specific case, or add cases to your filing list.

[Search My Cases](#)

	Case Title	Case Number	
Add	TESTING ADD NOTIFICATION	AGCR153383	AGGRAVATED MISDEME
Add	TEST SECURITY ON ADOPTION	ATCV105281	ADOPTION
Add	TEST OF CIVIL - CONTRACT DEBT COLLECTION	ATCV105285	ADOPTION
Add	JOHN DOE VS JANE DOE	CDDM000039	Children

Note! Click on the **Defendant Names** column heading to filter the data for ease in locating specific cases. The name of any defendant or juvenile for criminal or juvenile cases should display in this column.

Filing to an Existing Case

Or, select a recent case, filter all your cases, file on a specific case, or add cases to your filing list. Number of cases displayed per page: 50

	Case Title	Case Number	Case Type	County	Defendant Names
Add	STATE VS AMANDA JEAN LINCOLN	SRCR153555	Drugs	Black Hawk	LINCOLN

- After adding the multiple case numbers, they will display at the top of the page. **Verify that this information is correct.**

Existing Cases

Cases that will be filed on

	Case Number	Case Title
<input type="button" value="Remove"/>	SMCR153451	STATE VS UVODICH, MASON
<input type="button" value="Remove"/>	SMCR153450	STATE VS UVODICH, MASON
<input type="button" value="Remove"/>	SMCR153448	STATE VS UVODICH, MASON
<input type="button" value="Remove"/>	SMCR153449	STATE VS UVODICH, MASON

- After review, click **File on These Cases**.

Note! If a case has been added in error, click **Remove** to delete the case from the filing package.

Cases that will be filed on

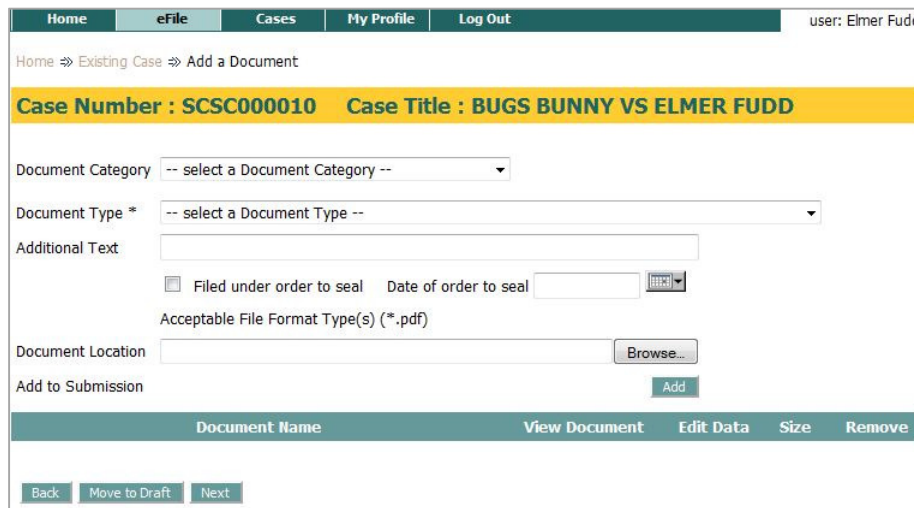
	Case Number	Case Title
<input type="button" value="Remove"/>	SMCR153451	STATE VS UVODICH, MASON
<input type="button" value="Remove"/>	SMCR153450	STATE VS UVODICH, MASON
<input type="button" value="Remove"/>	SMCR153448	STATE VS UVODICH, MASON
<input type="button" value="Remove"/>	SMCR153449	STATE VS UVODICH, MASON

Adding a Document

Documents can be added to any existing case(s). The Case Number and Case Title will display in a yellow banner for existing cases or will display Multi Case if multiple case numbers are selected.

- Select a **Document Category** for the type of document to be added to the case.
Note! If unsure of what category to select, leave this field blank.
- Select a **Document Type**.
Note! Type the name of the document in this field to locate the **Document Type**.

Filing to an Existing Case



Home eFile Cases My Profile Log Out user: Elmer Fudd

Home ⇒ Existing Case ⇒ Add a Document

Case Number : SCSC000010 Case Title : BUGS BUNNY VS ELMER FUDD

Document Category -- select a Document Category --

Document Type * -- select a Document Type --

Additional Text

☐ Filed under order to seal Date of order to seal

Acceptable File Format Type(s) (*.pdf)

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
<input type="button" value="Back"/> <input type="button" value="Move to Draft"/> <input type="button" value="Next"/>				

- Complete **Additional Text** if desired.

Note! This additional text helps the clerk, judge, or other participants understand more about the document.

- Click **Browse**.
- Locate the document** to attach.
- Click Open in the system window (not illustrated).
- Click **Add**.

Note! A message will display while the document is uploading. For small documents this may not even be visible.



Acceptable File Format Type(s) (*.pdf)

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
PETITION	Sample_PDF.pdf		0.08 MB	
Total Size: 0.08 MB				
<input type="button" value="Back"/> <input type="button" value="Move to Draft"/> <input type="button" value="Next"/>				

Optional! If a document has been added in error, click the icon in the **Remove** column to delete the document.

- Click the **File Name** in the View Document column to review the document loaded properly.
- Repeat this process to add additional documents.
- Click **Next**.

Note! Your submitted document(s) will receive a file stamp with the time they were submitted by you (when they hit our server).

Note! There is a 20 MB limit per document. Multiple documents can be submitted per case. Documents that exceed 20 MB may be submitted in parts to meet the size requirements. Select the category **Attachment** to add parceled documents.

Filing to an Existing Case

11. On the Review and Approve Filing page, **verify all information** being submitted to the case is accurate and complete. Add additional information as needed (not illustrated).

Note! If applicable, complete the **Payment Information**.

12. Click **Submit the Filing**.

Existing Party Information

Modified	Participant Name	Role
	JOHN JONES	Plaintiff
	TEST FILER4	Plaintiff

Special Filing Instructions for the Clerk:

[Back](#)
[Cancel \(Delete\)](#)
[Move to Draft](#)
[Submit the Filing](#)

The information contained in the training materials for the Iowa Judicial Branch Electronic Document Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.